



Minutes for CCAC Meeting

Date of Meeting: January 10, 2007
Name of Committee: CITY CENTER ADVISORY COMMISSION
Minutes: Doreen Laughlin, Admin Specialist II / Phil Nachbar, Sr. Planner
Called to order by: Chairman Carl Switzer
Time Started: 6:35PM
Time Ended: 9:05PM
Commissioners Present: Carolyn Barkley; Gretchen Buehner; Alexander Craghead; Lily Lilly; Alice Ellis Gaut; Suzanne Gallagher; Chairman Carl Switzer
Commissioners Absent: Ralph Hughes (Alternate); Roger Potthoff

Others Present: Lisa Olson

Staff Present: Phil Nachbar, Senior Planner; Marissa Daniels, Temporary Assistant Planner; Doreen Laughlin, City Administrative Specialist II

Agenda Item #1: Welcome and Introductions: Marissa Daniels was introduced as the Assistant Planner who would be attending the meeting.

Important Discussion and/or Comments: None

Action Items (Follow-Up or Votes): None

Agenda Item #2: Approve Minutes: It was moved and seconded that the minutes be approved.

Important Discussion and/or Comments: There was discussion regarding a recommended amendment to page 3 of the minutes. The fourth bullet under the paragraph regarding education & form-based code - a commissioner had stated "Due to the fact that the Comprehensive Plan is being worked on even now, it is very important that an enthusiastic recommendation be made from the CCAC saying that the commissioners strongly recommend form-based code." The group decided to amend that comment to read "Due to the fact that the Comprehensive Plan is being worked on even now, it is very important that

an enthusiastic recommendation be made from the CCAC saying that the commissioners strongly recommend *education about* form-based code.”

Action Items (Follow-Up or Votes): A vote was taken and the minutes were approved unanimously with the noted amendment.

Agenda Item #3: Form-based Codes - Consultant Update

Important Discussion and/or Comments: Phil Nachbar presented a list of five potential consultants and noted that these firms are interested in making a presentation about form-based code. Questions regarding the potential consultants were directed to Nachbar. Some of those questions, and Nachbar’s answers, were:

- Who will be making the decision to hire a particular firm? Answer: Ron Bunch, Long Range Planning Manager and Sean Farrelly, Associate Planner. It was noted they would take into consideration the CCAC’s comments and concerns when making the decision.
- When will the presentation take place, and who will attend? Answer: The presentation will take place February 26th, 7:00pm, at the City Hall. Attendees will be the Planning Commission, CCAC members and other interested parties.
- How much is form-based code used in Oregon? Answer: Nachbar was unsure as to the amount of form-based code in Oregon but noted Bend is a city that has used it.
- Have all of these firms had experience with form-based code in Oregon? Answer: Most likely not all of them have had experience with it, due to the fact there is not much form-based code used in Oregon at this time.
- What criteria are being applied to select who is going to make this presentation? Answer: Qualifications of the firm, an understanding of form-based code application in Oregon, cost, and other criteria are being taken into consideration. Nachbar assured the commissioners there are criteria and the “low bid” won’t be chosen simply because they are the low bid.

The general consensus was “strong consideration should be given to the firm with the most experience in form-based code.” Nachbar encouraged any of the CCAC members who felt strongly about criteria regarding the firm to be chosen, to feel free to contact Sean Farrelly, Associate Planner or Ron Bunch, Planning Manager with their concerns. He noted they can be contacted by telephone for comment. [Sean Farrelly (503) 718-2420 /Ron Bunch (503)-718-2427]

Action Items (Follow-Up or Votes): Nachbar will forward the information to the CCAC regarding which firm was chosen to make the presentation just as soon as he is aware of it.

Agenda Item #4: CCAC Annual Report – Draft / Recommendations

Important Discussion and/or Comments: Nachbar presented a draft of the Annual Report.

The following are recommended changes to the document:

- Page 1, bottom paragraph, strike the words “where appropriate” after “evaluate the use of a “form-based code” - as it’s redundant.
- Page 2, the 2nd to last paragraph that starts “With the passage of the Urban Renewal Ballot Measure...” change the second sentence to read “The Commission and Staff drafted its Bylaws and submitted them to Council for its revision.”
- Page 2, 2nd to last paragraph, last sentence should have the year 2006 added so it would read “The CCAC Bylaws were adopted by Council in October, 2006.
- Page 2, last paragraph, last sentence should become two sentences and read “The Commission has taken a particular interest in the master plan and looks forward to the role it will play in facilitating broad community support. The Chair of the CCAC will act as Chair of the Fanno Creek Park and Public Use Master Plan Steering Committee.”

There was discussion as to the benefits of professional memberships for the CCAC and access to outside expertise. It was mentioned that a budget request would need to be made.

Action Items (Follow-Up or Votes):

- There was a motion that “the draft be accepted with the recommended changes”. The motion was seconded.
- There was a friendly amendment by Commissioner Craghead to add: “and to request making additional resources available to the CCAC thru professional memberships and access to outside expertise, events and publications.” The motion was seconded and approved unanimously.
- Nachbar will advise Tom Coffee, Community Development Director, of the potential need for a budget item request to cover the friendly amendment and see what his thoughts are regarding it.

Agenda Item #5: CCAC Re-assignment of terms / New Membership [“Elections” was added to this agenda item.]

Important Discussion and/or Comments: Chairman Switzer noted there are three 3 year terms, three 2 year terms and three 1 year terms available. It was mentioned Jeremy Vermilyea will be formally appointed to the CCAC [filling Gretchen Buchner’s position] on January 27th. Nachbar noted, with Judy Munroe being off the CCAC, there is now a vacancy. He said he’d spoken to several people regarding membership – Heather Chrisman, Page Stephens and Chuck O’Leary among them. He said Nick Wilson had expressed interest, but not right at this time. The merit of finding a downtown business owner to fill the vacant position was discussed.

After some discussion, the following reassignment of terms was decided:

- 3 year appointments: Commissioners Switzer, Lily & the vacant position
- 2 year appointments: Commissioners Barkley, Portthoff & Ellis Gaut
- 1 year appointments: Commissioners Gallagher, Craghead & Vermilyea

Action Items (Follow-Up or Votes):

A motion was made to nominate Carl Switzer to be the next Chair – the motion was seconded and passed unanimously with a vote of 7-0.

A motion was made to nominate Commissioner Alexander Craghead to be Vice Chair. The motion was seconded and passed unanimously with a vote of 7-0.

Agenda Item #6: Urban Creek Corridor / Feasibility Overview: Phil Nachbar passed out a page entitled “Highway 99W Corridor Improvement and Management Plan”.

Important Discussion and/or Comments: Mr. Nachbar discussed the issues related to the feasibility of the Urban Creek Corridor, the series of park-like blocks that are being evaluated for Downtown. The Corridor is considered an open space which, if implemented, would span the anticipated public plaza south of Burnham St. to Scoffins Street and the anticipated private plaza space as part of future development north of Scoffins St.

The feasibility of the Urban Creek Corridor includes an evaluation of alignment, costs, impact on private properties, public acceptance, and whether the project would promote development in the Downtown. Nachbar discussed a preliminary alignment, and consultant expertise, to help the City evaluate the project. City staff is currently reviewing consultant proposals to provide preliminary design (alignment) and feasibility analysis of the Urban Creek Corridor in Downtown. The consultant’s work will be combined with staff’s work and presented to Council for an initial discussion about the feasibility of the project.

Action Items (Follow-Up or Votes): Once a contract with a consultant is underway, staff will bring the study work to the CCAC for discussion and input. It is anticipated that the CCAC will provide input and recommendations to the City Center Development Agency (CCDA) as to the results of the study.

Agenda Item #7: 6-month CCAC Work Schedule:

Important Discussion and/or Comments:

Several projects were briefly mentioned on the work program schedule adopted by the CCDA for this fiscal year. Mr. Nachbar said that due to time, another session will have to be devoted to reviewing the key projects that the CCAC and staff agree will be undertaken this fiscal year.

Projects mentioned were land assembly and marketing, land use regulations, Fanno Creek Park and Plaza, land acquisition, the urban creek corridor, circulation plan for Downtown, and temporary Main St. improvements.

Action Items (Follow-Up or Votes): A discussion of projects and the schedule of work to the end of the fiscal year will be designated at the next meeting.


Agenda Item #8: Other Business: MTIP and the joint public hearing:


Important Discussion and/or Comments:

Mr. Nachbar provided an overview of where the project was at, and what was needed. The Main St. project has been recommended by METRO for funding and was forwarded by TPAC for a final decision by JPACT. It was noted that the upcoming public meeting with JPACT was scheduled, and that perhaps it would be appropriate for the CCAC to provide testimony on the project in front of JPACT. The group decided that one person from the CCAC, Alexander Craghead, should provide the testimony needed. It was decided that he would meet with staff to discuss talking points prior to the meeting.

Commissioner Buchner spoke about a proposed gas tax. Also mentioned was Councilor Sydney Sherwood's appointment as City Council liaison to the CCAC. Ms. Sherwood's role is to stay in touch with key issues and provide a connection to City Council for better communication. She may show up at CCAC meetings from time to time, and is the primary contact among Council for the CCAC.

Action Items (Follow-Up or Votes): Commissioner Craghead will attend the public hearing and as many CCAC members will attend as possible. Staff will meet with Alexander Craghead to discuss his testimony prior to the hearing date.


Doreen Laughlin, City Admin. Specialist II

ATTEST: 
Chairman Carl Switzer